

Supplement to General Order
Judge Michael L. Rankin
Civil II, Calendar 2

I. CONTACT INFORMATION

Judge:	Michael L. Rankin
Chambers:	6440 - Moultrie Building
Phone:	(202) 879-1220
Fax:	(202) 879-0129
E-File Address:	JudgeRankinEserve@dcsc.gov
Judicial Admin. Assistant:	Jayne I. Withers
Law Clerk:	Kathryn Ardizzone; Kathryn.Ardizzone@dcsc.gov
Courtroom Clerk:	Lisette Bonilla
Courtroom:	Courtroom 517 (Fifth Floor) Superior Court—Moultrie Building 500 Indiana Avenue, NW Washington, DC 20001
Courtroom Telephone:	(202) 879-4637

II. WEEKLY SCHEDULE

Unless otherwise directed, matters on Calendar 2 will take place as follows:

In-Court Proceedings: Courtroom 517.

Pretrial/Settlement Conferences and Motion Hearings: By appointment in Courtroom 517.

Trials: Monday through Thursday, 9:30 am to 4:00 pm in Courtroom 517, unless otherwise noted.

Scheduling Conferences, Status Hearings, Oral Examinations, *Ex Parte* Proof Hearings, and all Other Hearings: Fridays in Courtroom 517, 9:45 am to 11:00 am.

III. PARTIES WHO REPRESENT THEMSELVES (*PRO SE* LITIGANTS)

Self-represented parties must comply with the rules of this court. A copy of the D.C. Rules of Civil Procedure is available at: <http://www.dccourts.gov/civilrules>. In addition, D.C. Superior Court issues a “Handbook for People Who Represent Themselves in Civil Cases,” available in chambers, or online at: <http://www.dccourts.gov/internet/documents/Handbook-for-Self-Represented-Parties.pdf>.

IV. SCHEDULING PRAECIPES

Judge Rankin will approve a Civil Action Form 113 (“Praecipe Requesting Scheduling Order”) as late as 12:00 pm three days before the scheduling conference. Wherever possible, attorneys should consult with opposing counsel and submit a consent praecipe requesting either a “track one” or “track two” scheduling order. In addition to filing the praecipe with the Clerk of the Court, the parties should email the consent praecipe to JudgeRankinEserve@dcsc.gov.

V. COMMUNICATING WITH CHAMBERS

Contact with Chambers: Except as authorized in this order, the parties *may not* contact chambers by phone. Instead, parties shall call the Clerk of the Civil Division’s office at (202) 879-1133 or consult the online docket for the status of motions. The only matters the court will address by phone are scheduling matters, if all parties are present via teleconference. Chambers staff will not provide legal advice.

VI. MOTIONS, OTHER FILINGS, AND COURT RECORDS

Formatting: Typewritten documents shall be double-spaced and in at least 12-point font; footnotes shall be in at least 10-point font. Filings exceeding 10 pages are discouraged and filings exceeding 20 pages (exclusive of exhibits and certifications) are prohibited without leave of court. Incorporation by reference of documents is prohibited where the combined length exceeds the court’s page limit.

Courtesy Copies: *Parties SHOULD NOT provide courtesy copies unless directed to do so.* Where courtesy copies are requested, filings longer than 200 pages must be provided in a three-ring binder and include tabs for the exhibits.

Rule 12-I (a): The court strictly enforces Rule 12-I (a). Any motion that does not include a separate certification that states whether or not consent was obtained from all interested parties *and the efforts taken to secure such consent (if consent is not procured)* may be denied without prejudice.

Proposed Order: When filing a motion or opposition, parties must submit a proposed order, in a Microsoft Word document, to JudgeRankinEserve@dcsc.gov.

Motions for Extension of Time: For good cause, the court will consider motions for extension of time. They must include: (1) the good cause; (2) suggested deadlines (reached by consultation with the opposing party); and (3) a statement of the opposing party’s position on the motion.

Replies to Oppositions: Reply briefs must be filed within five business days of the opposition. They may not exceed five double-spaced pages, excluding exhibits. Sur-replies may not be filed without leave of court.

Docket Maintenance: The docket is maintained electronically and may be viewed at terminals in the Civil Clerk’s office (Room 5000) of the Moultrie Building or on the internet, at www.dccourts.gov/pa. Please note that it takes one to two business days for the Civil Clerk’s

office to process E-filings. Parties should contact the Civil Clerk's office at (202) 879-1133 or check the docket for information about pending motions. If no docket entry indicating a responsive order appears, the motion is pending. You will receive a copy of the order when one is issued. If you did not receive a copy of an order that appears on the docket, and you are registered for CaseFile Express electronic service, please contact CaseFile Express directly to address the problem.

Motion Hearings: Motions or oppositions filed within two days of a hearing should be emailed to rankinm3@dcsc.gov.

Emergency Motions: Any represented party who files an emergency motion shall notify all opposing parties and chambers within 24 hours of its filing.

VII. DISCOVERY DISPUTES

Judge Rankin strictly enforces the provisions of Civil Rules 26 and 37 requiring that the parties meet for a reasonable period of time to resolve any discovery dispute. All discovery motions must include a certification setting forth the details of the parties' meeting.

VIII. PRETRIAL/SETTLEMENT CONFERENCE

Settlement Authority: A representative of each party with *full* settlement authority must be present at the pretrial/settlement conference. Non-party principals from outside the D.C. Metro Region may participate by phone if the party seeks leave of court by motion at least two weeks prior to the pretrial/settlement conference.

Joint Pretrial Statement: The joint pretrial statement must be filed seven days prior to the pretrial conference (*see* Superior Court Rule of Civil Procedure 16(e)). If a joint pretrial statement is not received by that date, the pretrial conference may be rescheduled *sua sponte*. Parties unable to timely complete a joint pretrial statement should seek leave to continue the pretrial conference or file a separate pretrial statement.

Special Jury Instructions and Judicial Notice of Regulations or Statutes: Where the parties request special jury instructions or regulations/statutes receive judicial notice, each proposed instruction, regulation, or statute shall be submitted with the pretrial statement. A copy should be sent to JudgeRankinEserve@dcsc.gov in Microsoft Word format.

Motions *in Limine*: Motions *in limine* should be filed at least three weeks before the pretrial conference, unless leave is given to file later. Oppositions should be filed no later than one week prior to the pretrial conference.

IX. TRIAL

Trial Status Update: On the Wednesday before a Monday trial date (or three business days before the beginning of a trial set for any other day of the week), the parties jointly (or, if mutually agreed upon, through one party making a joint representation) shall inform chambers of

the status of the trial. This update should include the status of any settlement discussions, the estimated length of the trial (not to exceed the time set at the pretrial conference), and any issues that need to be brought to the court's attention.

Effective: January 2016